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2

AGENCY

COMPONENT CONDUCTED TRAINING

FISCAL YEAR 1974

25X1

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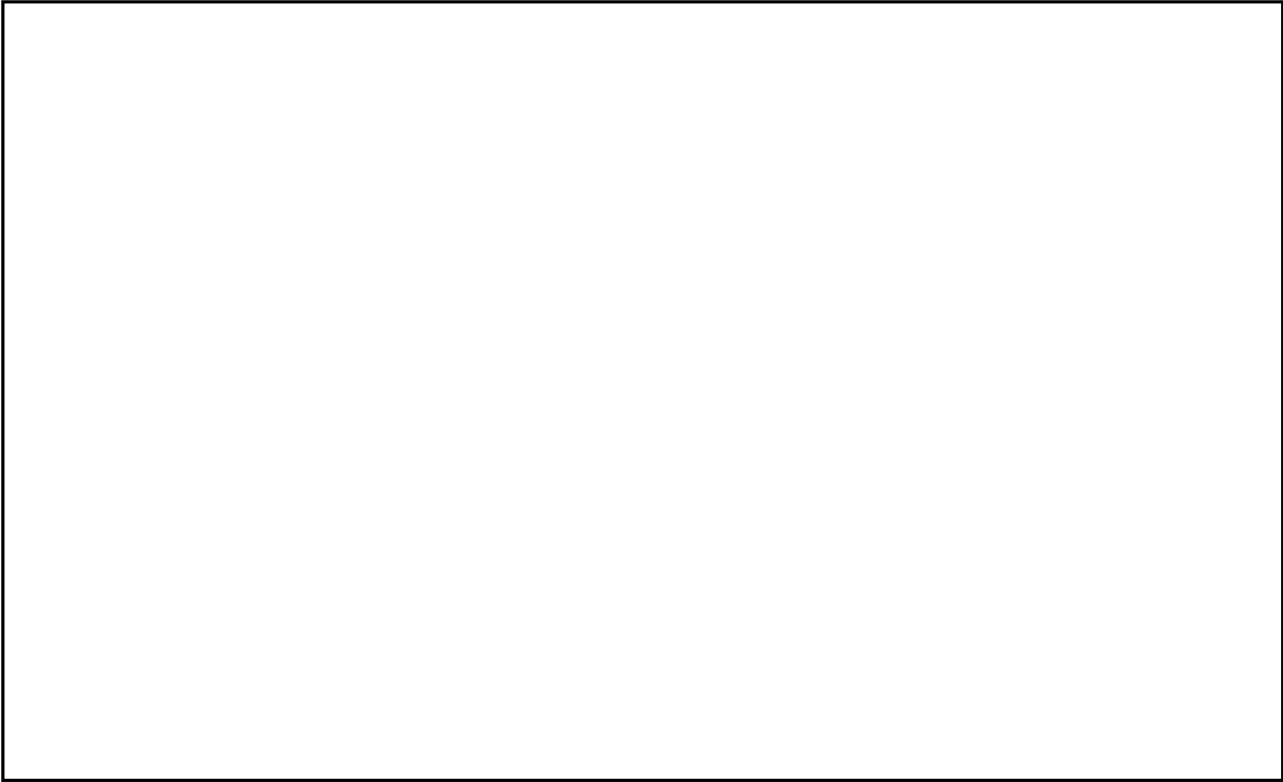
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MEMORANDUM FOR: The Director of Central Intelligence

SUBJECT : Annual Report, Component Conducted
Training Fiscal Year 1974

25X1 REFERENCE 

1. This annual report on component conducted training is for your information. It does not include courses offered by OTR, on-the-job training, external training, component participation in OTR courses or a wide variety of special training for agents and liaison services.

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4. Sections of this report summarize Directorate component training statistics and identify specific courses with information on the location, course length, runnings, costs and the number of students. An explanation of headings and the criteria for submission of information is contained in section Key. The summary sheet presents an overview of all component conducted training for FY 74.

Alfonso Rodriguez
Director of Training

atts

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OTR/PDS : BS 5/1-5 (20 Sep. 74)

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KEY

- KEY -

Headings

The following headings require some explanation:

a. Total Students -

This total generally includes students from the sponsoring component but may include students from other Directorates or other components within the Directorate.

b. Cost/Student -

The Office and Directorate cost per student is derived from an average of all runnings of the course.

c. Cost/C.Hour -

The cost per course hour (or hour of instruction) from the Office and Directorate is derived from an average of all runnings of the course.

d. Course Hours -

Course hours reflect only the actual hours of instruction. The figure does not include the "preparation" and "wrap-up" time which is involved in computing the instructor cost.

Report Criteria

The following FY 74 information was requested of the components:

"a. Name of Course

Please use the updated course titles which your training officers recently submitted to the Registrar for inclusion in the OTR Catalog (presently being revised). After the title, please identify as full-time (FT) or part-time (PT).

b. Location of Training -

If the training is conducted overseas, simply list as "field." All other training should list a specific location except when omitted for security reasons.

c. Length of Course (hours) -

Include all hours that a student is involved in a typical running of the course. This may include: lectures, seminars, field exercises, scheduled study, scheduled laboratory and counseling time.

d. Number of Runnings -

When course runnings fall into two fiscal years, count only the ones which end during the reporting period.

e. Instructor Cost -

Include only that part of the employee's time directly involved in the running of the course. This should include not only the instructor's time, but also the time of all other personnel identified as supporting the course preparation, administration and follow-up activities. Do not include student salaries. Use the hourly pay rates as listed in the U.S. Civil Service Commission Salary Table (Regular Time).

f. Travel Cost -

Include cost for both staff and students.

g. Other Costs -

Include cost of rental of non-Agency space; when equipment costs are substantial, prorate the cost of equipment against FY 1974, overhead cost should be the same as Instructor Cost (column e.).

h. Total Number of Students -

Each time an employee participates in a program, he should be counted."

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FISCAL YEAR
COMPARISONS

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- Variances in the Fiscal Year Comparisons -

Increases

FY 71	DDA	OMS first aid course
FY 71	DDI	OER ADP course, reading and writing courses in NPIC
FY 71	O/DCI	Budget courses given by O/Compt.
FY 73	DDA	OS Drug Abuse Seminar, transfer of OJCS to DDA
FY 73 & 74	DDS&T	Transfer of NPIC and OTS

Decreases

FY 72 - 74	O/DCI	Transfer of O/Compt. to DDA
FY 73 & 74	DDO	Transfer of OTS to DDS&T
FY 73 & 74	DDI	Transfer of NPIC to DDS&T

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CHARTS

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SUMMARY

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